

ODP-81-1653

9 DEC 1981

MEMORANDUM FOR: Executive Officer, DDA

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Travel Reduction Plan

REFERENCE: Your Memorandum, dtd 25 Nov. 1981,
same subject (DD/A 81-2426-1)

The Office of Data Processing has a small travel budget and competition for the available resources ensures that only travel essential to our mission is approved by the senior officials who have been delegated this responsibility. We make maximum use of special fares and excursion rates for air travel and routinely search for economical travel alternatives in other areas, such as car pools for day trips to contractor sites [redacted] There is nothing out of the ordinary about these measures, however, and they are fairly obvious elements in any travel reduction plan developed for the Agency. In the last analysis, we will have to rely on prudent management by approving officials to carefully scrutinize each travel request to ensure that the travel is essential.

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[redacted]
Bruce T. Johnson

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